

BE AN LGA VOLUNTEER

The LGA is a thriving, successful organization because of our membership. Dozens of our members volunteer to help either by being on the LGA Board or on a support committee. These positions are typically a 1 or 2-year commitment, and many of the committee positions can last years because the member truly enjoys their volunteer work.

May we suggest you reach out to anyone on the LGA Board or a Committee Member, anytime during the year, to notify us of your interest to volunteer and for what position(s) or if you have any questions.

The LGA Board

This board consist of 5 members; a President, Vice President, Secretary, Treasurer and Ex-Officio (*the president becomes Ex-Officio the following year*).

The LGA Committees

There are plenty of committee positions in which to volunteer. These committees support the LGA Board and keep all business, golf and events running smoothly!

Travel Leagues

These volunteers promote and organize outside play for our members at local golf courses throughout the year.

BOARD POSITION RESPONSIBILITES

President

- Preside at all meetings.
- Represent the SJLGA at all functions, including the monthly Clubs at St. James Golf Committee and Tournament Committee meetings.
- Subject to approval of the SJLGA Executive Board, have the power to fill all vacancies on the SJLGA Executive Board.
- During the year following her term, serve as an *Ex-Officio* member of the SJLGA Board.
- Shall have signature authority for funds withdrawal.
- Shall collaborate with the Tournament Director to decide on play or no-play due to inclement weather.

Vice President / President Elect

- In the absence of the President, perform all duties of the President.
- Act as Sergeant-at-Arms and parliamentarian at all SJLGA meetings.
- Maintain attendance records for LGA play.
- Monitor pace of play and implement necessary actions to improve pace of play.

Treasurer

- Collect all dues and all sums due the SJLGA.
- Disburse the funds of the SJLGA, upon approval of the President.
- Maintain all financial records of the SJLGA.
- Report the state of the SJLGA finances at the SJLGA Annual Membership Meeting.
- The SJLGA Executive Board shall appoint a qualified accountant who shall audit the Treasurer's books at the end of the year. The report of the auditor shall be presented at the next Annual Membership Meeting.
- File appropriate tax forms.

Secretary

- Keep minutes of all SJLGA Executive Board and membership meetings.
- Take charge of all correspondence pertaining to the SJLGA.
- Create and send out the weekly SJLGA Newsletter.
- Maintain a current list of SJLGA membership e-mail addresses to provide notices to the membership.

Immediate Past President (*Ex-Officio*)

- Shall act as an advisor with voting rights on the SJLGA Executive Board.

COMMITTEE RESPONSIBILITIES

Boomerang & Hole-In-One Fund

- Sells Boomerang tickets and conducts drawings for 50/50 Raffles at LGA events.
 - Records total funds collected, winners and amount of funds to be passed to LGA Treasurer.
- Administers the members \$1.00 contributions to a fund to be awarded to any member who has a hole-in-one.

Calendar & Weekly Games

- Selects games to be played for all Tuesday, non-tournament dates.
- Submits all games to the Webmaster for posting to the public LGA website.

Charity

- Together with the LGA Board, organizes a golf outing to support a local women-centered charity.
- Plan, manage, promote and execute the chosen charity event.
- Coordinate fundraising options associated with the event (i.e., participation fees, tee-box signs, cash donations, gift baskets raffle, 50/50 raffle, etc.).
- Solicit local businesses for gift baskets and tee-box signs.
- Coordinate with Troon for support of the event (i.e., matching funds, tournament coordinator, signage, etc.)

Competitive Tournaments

- Establishes the rules and club credit pay-out budgets for the LGA's major tournaments each year.

Finance

- Finance Committee will assist the Treasurer.
- Prepare the annual budget and annual tax filings.
- During periods when the Treasurer is not available, handles receipts (i.e., cash from Boomerang, checks for CCI and Ladybirds), disbursements (issues checks supported by documentation and upon approval of the President or Vice President), and maintains the financial statement to reflect such receipts or disbursements.
- May stand in for the Treasurer at Board Meetings if needed.
- Maintains the LGA roster.
- Works with Troon staff as needed on LGA financial matters.
- Serves as Finance lead for the Charity Committee.
 - Prepares the event budget.
 - Handles all receipts and coordinates disbursements with the Treasurer.
 - Coordinates with Troon staff on financial matters for the event.
 - Retains documentation on all financial transactions for the charity event.
 - Assists in reporting event results to the Board.

Hospitality

- Mails the appropriate card to members who have undergone an operation or who have a serious illness.
- Sends condolences to any member who has had a death in their immediate family.

New Member Welcome

- Welcomes new members with an informative email and ensures a positive and fun introduction to the LGA.
- Coordinates with the Hospitality Committee to host a New Member Social; a relaxed, fun-filled, newsy event where new members get to meet each other and the board/committee members

Ringers

- Maintains each member's Ringer Card statistics so that year-end monetary awards for Best Ringer Card Scores by course and flight can be presented.
- Tallies for all member Birdies, Eagles and Hole-in-Ones are to be recorded so the appropriate year-end prizes may be awarded.

Rules and Etiquette

- Documents the rules that govern LGA play following USGA rules and St. James Plantation local rules.

Scoring and Handicap

- Documents handicapping and scoring regulations for the LGA and ensuring a member's compliance.

Special Events Theme & Decorations

- Selects the theme for the four (4) annual, special events, Season Kick-Off, Spring Fling, Pumpkin Par-Tee and Holiday Par-Tee.
- Plans the celebratory decorations that tie into the event theme.
- Create an event invitation to be emailed to all members by the Secretary.
- With committee members, create all themed décor and decorate the dining area morning of the event.

Website & Publicity (*photographer*)

- Maintains and updates all content for the LGA website to keep it current on both the public site and on the LGA's Homepage within the POA password protected site.
- Posts all upcoming games to the Calendar tab.
- Posts event photos throughout the year taken by the volunteer LGA photographer.
- Photographer maintains the LGA bulletin board (at Members Club) with photos from special events, the LGA Officers and more.

TRAVEL LEAGUE RESPONSIBILITIES

Ladybirds

- Acts as the liaison for The Clubs at St. James LGA members with handicaps of 40 or under and other Brunswick County LGA's.
- Facilitates registration of our LGA membership so a full roster can be sent to represent The Clubs at St. James for the scheduled golf tournaments played at other Brunswick County courses.

Coastal Carolina Ladies Interclub League

- Coordinates rosters for all away matches and for when The Clubs at St. James is the host.
- Organizes the event (golf, lunch, prizes) for the match hosted at The Clubs at St. James.